



City of Liberty Hill Planning Department
926 Loop 332
PO Box 1920
Liberty Hill, TX 78642
Fax: 512-778-5418
www.libertyhilltx.gov

Event Name: _____
Submittal Date: _____
Permit #: _____

EVENTS PERMIT APPLICATION

Application must be returned completed, as per ordinance, no later than 90 days prior to the proposed event or application will be subject to \$100.00 late fee, in addition to the application fee. (See ORDINANCE 06-O-69)

CHECK TYPE OF EVENT:

- ☐ CHARITABLE (application fee waived)
- ☐ COMMUNITY (application fee waived)
- ☐ DEMONSTRATIVE (application fee waived)
- ☐ NEIGHBORHOOD (application fee waived)
- ☐ PROMOTIONAL
- ☐ SEASONAL
- ☐ OTHER (Describe: _____)

NAME OF EVENT: _____

SPONSORING ORGANIZATION (If applicable): _____ NON PROFIT/TAX EXEMPT #: _____

ORGANIZATION HEADQUARTERS' ADDRESS, PHONE, AND NAME OF PERSON IN AUTHORITY:

EVENT COORDINATOR'S NAME (PLEASE PRINT): _____

ADDRESS OF COORDINATOR: _____ DAY PHONE AND FAX: _____

NIGHT PHONE: _____ CELL #: _____ PAGER #: _____

DATE/DAY OF EVENT: _____

STARTING TIME: _____ ENDING TIME: _____

LOCATION OF EVENT: _____

ROUTE OF EVENT (if applicable):

STARTING POINT _____ ENDING POINT _____

APPROXIMATE NUMBER OF PARTICIPANTS: _____

DO YOU REQUEST AUTHORIZATION TO DISCHARGE ANY TYPE OF GUN, ROCKET, SLINGSHOT, OR ENGAGE IN ARCHERY?

_____ YES _____ NO

SPECIAL CONDITIONS?

___ OPEN FIRES**

___ ANIMALS TO BE USED

___ PYROTECHNICS**

___ WATERCRAFT

___ COOKING ON SITE **

___ PUBLIC TRANSPORTATION

___ ALCOHOL

___ TENT

___ CONCERT/AMPLIFICATION

___ TENT SQ. FT. _____

THE FOLLOWING ITEMS MUST BE PROVIDED AND ATTACHED TO THIS APPLICATION:

- ☐ A clear and complete sketch/map of the event area indicating all structures, tents/awnings, fences, barricades, restroom facilities and area designated for parking
- ☐ List of all streets/alleys/sidewalks requested to be blocked, with duration of blockage (emergency access must be maintained at all times)
- ☐ If a moving event (such as a parade), a clear sketch/map of route to be followed
- ☐ List of vendors and items to be vended
- ☐ List of temporary signs to be used, including locations to be placed, size and construction of signs, duration (see Section 10 (J) and (K) and Section 12 of Ord 06-O-69 for sign requirements and restrictions)
- ☐ Proof of general liability insurance coverage for the event, naming the City of Liberty Hill as an additional insured
- ☐ If applicable, copies of all agreements/arrangements regarding provisions for Police, Fire and other emergency services, barricades and traffic control, and trash removal
- ☐ *If application includes request for authorization to discharge any type of gun, slingshot, wrist rocket, or engage in archery, additional requirements must be met, and additional special insurance coverage may be required. See Ord 06-O-69, Section 10 (J).
- ☐ If special conditions apply, provide description, approximate number and type of each special condition. **Use of open fire or pyrotechnics may require approval and special permit from the Fire Department.

FOR CITY USE ONLY

APPLICATION FEE: \$100.00 _____ WAIVED? _____ PERMIT #: _____
LATE FEE: \$ _____
50% DEPOSIT: \$ _____
BALANCE DUE: \$ _____

APPROVED BY: CITY ADMINISTRATOR, DATE _____ BY: _____
POLICE DEPT, DATE _____ BY: _____
FIRE DEPT, DATE _____ BY: _____
SPECIAL FIRE PERMIT ISSUED? _____
PARKS AND REC BOARD, DATE _____ BY: _____

DISAPPROVED, DATE _____ BY _____ REASON: _____